

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is a merit based and equal opportunity employer. The intention is to embed excellence and diversity in the Public Service through the filling of these posts and with persons whose appointment will drive the vision of the department to turn South Africa into a construction site, and to use public assets for public good. Women and People with disabilities are encouraged to apply.



<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, National Dept of Public Works, Private Bag X9027, Cape Town, 8000 or hand delivered to Ground-floor, Customs House Building, Foreshore, Lower Heerengracht Street, Cape Town. For Attention: Ms C Rossouw Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria. For attention: Ms NP Mudau Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms P Buwa
<u>CLOSING DATE</u>	:	02 October 2026 at 16H00
<u>NOTE</u>	:	Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a

candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Note: For emailed applications, please submit a single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document. Encrypted document will not be accepted. All though an email application option is available, applicants are encouraged to hand deliver their application. Important: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered.

MANAGEMENT ECHELON

<u>POST 32/137</u>	:	<u>CHIEF FINANCIAL OFFICER (DEPUTY DIRECTOR-GENERAL LEVEL) REF NO: 2026/326</u> Job Purpose: To provide strategic and business leadership to the DPW and PMTE finance and supply chain management divisions to achieve their mission and strategic outcomes.
<u>SALARY</u>	:	R1 885 710 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria) A minimum qualification at NQF level 8 as recognised by the SAQA in Financial Management or related field of study. 8 years of experience at a senior managerial level in Finance Management. Registration as a chartered accountant will be an added advantage. Knowledge: Strategic Planning, Strategic Knowledge Management, Business analyses and risk management, Change management and organisational development, Extensive knowledge of department strategic objective, In-depth knowledge of government protocol processes, Development and implementation of strategies, Public Finance Management Act, Supply Chain Management, Financial and budget administration processes and systems, Public Service Regulations, Treasury Regulations and directives (MTEF, ENE and Adjustment Estimates), Government Budget Systems and procedures, Government Financial Systems (PERSAL, PMIS, WCS, LOGIS and BAS). Skills: Executive management skills, Sound analytical and problem identification and solving skills, Advanced report writing, Organising and planning, Computer utilisation, Policy formulation, Negotiation skills, Advanced communication (verbal and written), Advanced interpersonal and diplomacy skills, Time management, Decision making skills, Conflict management, Motivational skills, Programme and management skills. Personal Attributes: Innovative, Resourceful, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results, People orientated, Assertive, Ability to work independently, Team player. Willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Provide strategic leadership in the development, implementation and maintenance of Finance policies, directives, guidelines and strategic plans: Undertake research on latest finance trends. Collate all relevant information and infuse them in Finance strategic policy. Source financial policies, guidelines and directives from the National Treasury. Advise and monitor the implementation of National Treasury policies and guidelines in the Department's Strategic Plan. Evaluate and monitor compliance to Medium Term Expenditure Framework. Ensure that the department's strategic objectives are aligned to regulations (particular on finance). Undertake the effective monitoring and evaluation of department's financial policies. Oversee all financial operations, including accounting, budgeting, forecasting, and

financial reporting: Oversee the collation of components budgets. Ensure that the department's expenditure is in accordance with budget vote. Ensure that effective and appropriate steps are put in place to prevent unauthorised, irregular and fruitless expenditure. Prepare and present reports to the Executing Authority on budget irregularities. Prepare Departments' budget vote statements. Ensure that budget management complies at all times to the PFMA and MTEF. Ensure that financial reports/statements adhere to applicable financial standards. Manage the implementation of the department trading entity's financial strategies: Develop guidelines and strategies to manage the effective implementation of budget devolution initiatives and strategies. Oversee and monitor the implementation of the developed guidelines and strategies. Support the Director-General and management in the execution of their functions in terms of PFMA and Treasury Regulations: Establish and maintain effective and efficient financial, risk and internal control systems. Ensure the effective, efficient, economical and transparent use of Department's financial resources. Manage Department's working capital efficiently and economically; monitor the preparation and keep full and proper records on Department's financial affairs. Monitor the settling of all contractual obligations and collection of monies owing to the Department. Advise the Minister, Director General and Heads of Departments on financial management related policies. Monitor the implementation of policies on the management and writing off of damaged and lost assets; act as a link between the Department, National Treasury, Financial Institutions and relevant stakeholders. Represent the department in financial related matters. Manage the Branch: Plan, organise and control activities pertaining to the functions of the branch; Develop and manage the operational plan of the Branch and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Manage and monitor the budget and expenditures for the Branch.

<u>ENQUIRIES</u>	:	Mr S Mdakane at (082) 929 9885
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: Recruitment26-72@dpw.gov.za
<u>NOTE</u>	:	All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview, the selection committee will identify up to a maximum of three (3) top scoring candidates to undergo psychometric assessments. It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests
<u>POST 32/138</u>	:	<u>DEPUTY DIRECTOR-GENERAL: REAL ESTATE MANAGEMENT SERVICES REF NO: 2026/327</u>
<u>SALARY</u>	:	R1 885 710 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum NQF 08 qualification as recognised by SAQA, in or directly relevant to immovable asset management, real estate management, property or lease management or the built environment, 8 years of experience at a senior managerial level in real estate management, property investment, or related property functions. An NQF 09 qualification or higher and more than 08 years direct senior management experience as specified will be an added advantage. Leadership & Delivery: a proven and demonstrated track record of orchestrating multidisciplinary professional teams within complex infrastructure delivery and immovable asset management environments; possesses a deep-seated mastery of the entire asset lifecycle, from strategic inception and acquisition to maintenance, optimisation, and disposal, with a proven ability to translate high-level departmental mandates into tangible business outcomes and long-term strategic objectives. Other added advantage: relevant professional registration in built sector or property related field, and private sector property management or immovable asset management experience.

Licensing: possession of a valid, unencumbered driver's licence. Vetting & Compliance: the successful candidate will be required to undergo and maintain a formal security clearance. Professional Agility: the ability and willingness to adjust work hours and schedules to meet critical professional requirements and urgent organisational imperatives. Knowledge: professional understanding of real estate and property management, including acquisition, disposal, leasing, contract management, maintenance, servitudes and property investment; legislative frameworks including PFMA, Treasury Regulations, OHS Act, Public Service Act and Regulations, MISS, and relevant built-environment norms and standards; government structures and intergovernmental linkages across national, provincial and local spheres; applied commercial law principles relevant to property transactions; corporate governance, risk management and financial oversight; human resource management, labour relations and organisational change management; service delivery innovation, transformation frameworks and empowerment policies (B-BBEE, SMME, women and disability inclusion). SKILLS: strategic capability and leadership at executive level; programme and project management of large property portfolios; people management, empowerment and talent development; financial management and resource optimisation; advanced problem-solving, business transformation and change management; high-level communication, negotiation and stakeholder management skills; policy development, analysis and implementation; contract management, quality assurance and operational coordination. Personal Attributes: innovative, forward-thinking and solutions-driven; high resilience, able to manage complexity under pressure; strong professional judgement and integrity; confident, influential and able to establish high-trust relationships; highly motivated, decisive and able to work independently where required; excellent leadership presence with the ability to inspire and direct large teams.

DUTIES

: Strategic Leadership of Real Estate Management Services: translate the departmental vision into a coherent branch strategy, structure and operational plan; provide executive leadership to ensure the branch delivers on its mandate for real estate, portfolio, asset lifecycle and property investment management; lead the development and implementation of strategies, policies and systems that ensure effective, efficient and compliant management of immovable assets. Real Estate Portfolio Management and Asset Performance: oversee the full property lifecycle, including acquisition, disposal, leasing, estates, servitudes and maintenance of immovable assets; ensure optimal utilisation, economic efficiency and sustainability of the national property portfolio; direct the development and maintenance of the Immoveable Asset Register and property information systems; lead the creation of a master plan for managing both freehold and leasehold government property portfolios. Oversight of Leasing, Contracts and Property Transactions: ensure timely and compliant management of lease contracts, including renewals, terminations, rent reviews and cost optimisation; oversee acquisition and disposal processes, ensuring legal compliance, transparency and alignment with national priorities; provide executive governance over creditor management, debtor recovery and contract performance within the portfolio. Governance, Compliance and Organisational Performance: ensure adherence to PFMA requirements, Treasury Instructions, governance frameworks and built-environment standards; establish and maintain internal controls, risk management systems and monitoring mechanisms to ensure integrity of operations; evaluate branch performance against strategic objectives and implement corrective measures to drive continuous improvement; champion organisational transformation, change initiatives and service delivery improvement programmes. Branch Leadership, People Management and Resource Stewardship: provide visionary leadership to the Branch, ensuring a motivated, skilled, high-performing workforce; manage the performance, development, labour relations and wellbeing of staff in accordance with HR frameworks and SMS requirements; manage the branch budget, ensuring financial prudence, accountability and alignment with strategic priorities; oversee administrative reporting, communication systems, audit responses and quality assurance processes. Research, Policy Development and Industry Intelligence: lead research into property market trends, built-environment innovations and emerging risks; identify policy gaps and drive the development or review of legislation, policy frameworks and norms and standards; ensure that branch practices remain future-focused, efficient, integrated and responsive to the needs of government.

<u>ENQUIRIES</u>	:	Mr Sifiso Mdakane at 082 929 9885
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: Recruitment26-73@dpw.gov.za
<u>NOTE</u>	:	All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview, the selection committee will identify up to a maximum of three (3) top scoring candidates to undergo psychometric assessments. It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests
<u>POST 32/139</u>	:	<u>DEPUTY DIRECTOR-GENERAL: POLICY RESEARCH & REGULATION</u> <u>REF NO: 2026/328</u>
<u>SALARY</u>	:	R1 885 710 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum NQF level 08 qualification as recognised by SAQA in or directly related to the Built Environment, Property Management, Law, Policy Research and Development or Development Studies as recognised by SAQA; 8 years of experience at a senior managerial level in the relevant field; extensive experience in research and policy development. Knowledge: Functioning of national, provincial and local government; fundamental economics; financial management; EPWP goals and objectives; employment creation strategies; appropriate labour-intensive technologies and skills development strategies. Skills: Strategic management; executive management skills; tender processes; effective communication (verbal and written); marketing and liaison; programme and project management; relationship management; influencing skills; negotiation. Personal Attributes: Solution orientated; ability to design ideas without direction; ability to work under stressful situations; ability to communicate at all levels, including with political office bearers.
<u>DUTIES</u>	:	Provide strategic leadership in the development and implementation of legislation, strategies, and policies for the Branch: commission researches on latest trends, ensure the development and implementation of effective and efficient acts, strategies and policies, ensure that all branch policies are in line with the department's strategic objectives, determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies, and ensure that the budget framework is in line with the Medium Term Expenditure Framework. Develop and implement regulatory framework aimed at addressing the transformation, growth and development of the construction industry: provide strategic leadership in the development of building regulations, norms and standards, research, develop, monitor and review construction sector policies, establish best practice partnerships with various stakeholders in the construction industry (local and international), facilitate policy integration with DPW Public Entities, oversee the development of policies within the Department, and regulate the property industry to promote transformation, growth and development. Promote uniformity and best practice in immovable asset management in the public sector: research, develop, monitor and review policies and regulations, establish best practice partnerships with various stakeholders in the property industry (local and international), provide support to Immoveable Asset Management, and oversee the development of policies within the Department. Develop and manage the implementation of international relation framework: manage, integrate and coordinate international relations, identify and articulate issues of strategic significance to the department, and develop international relations framework. Manage the Policy Research and Regulation Branch: establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations, develop and manage the operational plan of the Branch and report on progress as required, manage performance and development of employees, establish, implement and maintain efficient and effective communication arrangements, compile and submit all required administrative

reports, quality control of work delivered by employees, and manage and monitor the budget and expenditures for the Branch.

ENQUIRIES : Mr S Mdakane at 082 929 9885.

APPLICATIONS : People with disabilities are encouraged to apply. Email applications for this position must be email to: Recruitment26-74@dpw.gov.za

NOTE : All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview, the selection committee will identify up to a maximum of three (3) top scoring candidates to undergo psychometric assessments. It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests

OTHER POSTS

POST 32/140 : **CHIEF CONSTRUCTION PROJECT MANAGER (GARDE A) REF NO: 2026/329**

SALARY : R1 317 108. per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Cape Town Regional Office

REQUIREMENTS : A minimum of relevant engineering degree or equivalent. Six (06) years post qualification experience and registration with the relevant council SACPCMP as a Professional Construction Project Manager. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A valid driver's license. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high-performance culture. Communication, problem solving, analytical, decision making and conflict management skills also are critical.

DUTIES : Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contracts. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all monthly interim payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

ENQUIRIES : Ms T Kolele Tel No: (021) 402 2063

APPLICATIONS : Email applications for this position must be email to: RecruitCPT26-60@dpw.gov.za

NOTE : People with disabilities are encouraged to apply.

POST 32/141 : **DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT (PARLIAMENT & PRESIDENCY, MINISTERS & DEPUTY MINISTERS) REF NO: 2026/330**

SALARY : R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)

CENTRE : Cape Town Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Management, Property Management, Real Estate/ Built Environment or related field. Appropriate years of experience in Asset (immovable) Management/ Property Management or Facilities Management at an Assistant Director level. A valid Driver's license. Knowledge: Asset

		(immovable) Management, Property Management, Government Immovable Asset Management Act, 2007. Public Finance Management Act, 1999. Market research, Property economics, Treasury regulations, Government budget procedures / timeframes; (MTEF), Financial management and administration, Project management, Construction regulations, built environment, Works Control System (WCS), Basic Accounting System (BAS), Financial administration processes and systems, Procurement directives and procedures, Tender procedures. Skills: Effective communication skills, Advanced report writing skills, Computer literacy, Planning and organizing, Diplomacy skills, Interpersonal skills, Policy analysis and development, Problem solving, Presentation skills, Budgeting and Facilitation skills Ability to work under pressure; Ability to communicate at all levels; Willing to adapt to work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Manage allocation of official accommodation for the President, Deputy President, Ministers, Deputy Ministers and Presiding Officers, in line with prescripts. Management of Client Requests and Complaints: Verify client requests and ensure accurate documentation. Keep up to date with new developments related to Prestige (Guide for Members of the Executive and related regulations). Issue acknowledgement letters to clients, informing them of the assigned Project Manager (e.g., Interior, Technical). Ensure proper management and maintenance of residential accommodation and household furniture for Prestige clients. Arrange and attend client consultations to determine their needs and requirements, providing guidance in line with applicable policies. Maintain regular communication with clients to provide updates on project progress and address any concerns. Management of Building Programmes for Capital Works and Planned Maintenance Projects: Analyse capital, planned, and unplanned maintenance building programmes to identify priorities and risks. Review and analyse monthly expenditure reports to monitor financial compliance and expenditure levels. Interact with Project Managers to ensure timely progress on projects and resolve operational delays. Coordinate with internal and external stakeholders to support smooth project execution. Operational Management of the Component: Liaise with Interiors, Director, Deputy Director (DD), Technical Maintenance, and Inspectors to schedule client appointments. Maintain ongoing communication with Project Managers regarding project status and progress. Attend meetings with internal role players, clients, consultants, and Project Managers to provide briefings and updates. Coordinate meetings with executing units and service providers within the Department of Public Works and Infrastructure (DPWI) to ensure alignment and operational efficiency. Management of Presidential Events and Prestige Properties: Arrange bilateral meetings with Prestige clients as required. Assist with planning and coordinating state functions, State visits, and state funerals. Ensure all events and related property requirements are managed in accordance with government protocols, policies, and timelines. Manage effective communication with all clients and stakeholders.
<u>ENQUIRIES</u>	:	Mr. T Tshotyana Tel No: (021) 402 2286
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: RecruitCPT26-61@dpw.gov.za
<u>POST 32/142</u>	:	<u>DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT (PRESTIGE ESTATE MANAGEMENT) REF NO: 2026/331</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Management, Property Management, Real Estate/ Built Environment or related field. Appropriate years of experience in Asset (immovable) Management/ Property Management or Facilities Management at an Assistant Director level. A valid Driver's license. Knowledge: Asset (immovable) Management, Property Management, Government Immovable Asset Management Act, 2007. Public Finance Management Act, 1999. Market research, Property economics, Treasury regulations, Government budget procedures / timeframes; (MTEF), Financial management and administration, Project management, Construction regulations, built environment, Works Control System (WCS), Financial administration processes and systems, Procurement directives and procedures, Tender procedures. Skills: Effective communication skills, Advanced report writing skills, Computer literacy,

		Planning and organizing, Diplomacy skills, Interpersonal skills, Policy analysis and development, Problem solving, Presentation skills, Budgeting and Facilitation skills Ability to work under pressure; Ability to communicate at all levels; Willing to adapt to work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Manage the provision of official accommodation for Directors-General, Members of Parliament (MPs) and sessional officials. Manage allocation of official accommodation for Directors-General, Members of Parliament (MP) and sessional officials in line with prescripts. Ensure provision of safety and security with the residences. Coordinate prestige projects. Ensure that requests received comply with the rules governing the Parliamentary Villages and within the budget allocation. Compile report to the client on progress regarding project in execution and provide timeframes. Coordinate state events and functions. Ensure effective rental debt management. Manage access control and screening of visitors within prestige facilities. Conduct regular property occupation verifications. Coordinate maintenance of assets with Facilities Management unit. Provide inputs towards compilation of annual conditions assessment programme for capital works and planned maintenance. Provide inputs on the analyses and monitoring of capital, planned and unplanned maintenance budget and expenditure for Prestige. Manage the procurement process of new assets. Manage bi-annual verification process of movable assets. Ensure proper handling and preservation of antique furniture. Ensure optimal procurement practices for all assets. Manage effective Prestige client relations: Develop client relations management strategies and standards and ensure adherence thereof. Develop open and effective channels of communication. Manage reporting and communication to clients. Manage prestige clients' requests and complaints. Compile reports, memos, letters, responses to parliamentary questions, media reports etc. Keep up to date with new developments related to Prestige (Parliamentary Villages Management Act and related regulations). Control and monitor the expenditure of the Parliamentary Villages Management Board budget. Manage contracts of transport service providers for MPs as per PVMB guidelines. Improve the quality of support delivered to users through the ongoing review of services provided. Coordinate Parliamentary Villages Management Board meetings
<u>ENQUIRIES</u>	:	Mr. T Tshotyana Tel No: (021) 402 2286
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: RecruitCPT26-62@dpw.gov.za
<u>POST 32/143</u>	:	<u>DEPUTY DIRECTOR: PROPERTY DISPOSALS REF NO: 2026/332</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Real Estate Management, Town Planning, Property Development and Management, Law Degree or related field of study. Relevant years of experience at a junior management level (Assistant Director equivalent). On Valid driver's License. Knowledge: Public Finance Management Act; Financial administration; Procurement directives and procedures; Programme and project planning; Reporting procedures; GIAMA; DISPOSAL ACT; Deeds Registry Act; Financial Assistance Land Act (FALA); BBBEE; Treasury Regulations. Skills: Report writing; Accounts and numeric skills; Analytical thinking; Communication skills; Interpersonal skills; Problem solving skills; Organizing and planning; Personal attributes: Goal and solution orientated; Assertiveness; People and client orientated; Innovative; Ability to work under stressful conditions; Hard working; Ability to communicate at all levels. Ability to adapt in accordance with office requirements.
<u>DUTIES</u>	:	Implement and maintain property management policies, procedures and strategies. Implement and maintain property management policies, procedures and frameworks. Ensure compliance with related prescripts, delegations and procedures. Communicate all property management policies and procedures to relevant stakeholders. Establish proper property management, governance processes and internal control measures. Undertake research on the best current practices in relation to property management. Manage the disposal process of redundant and superfluous residential properties. Manage the process of identifying redundant and superfluous residential properties to be disposed of. Ensure the accuracy of information gathered on identified

redundant and superfluous residential properties. Conduct inspections to determine status/conditions of redundant and superfluous residential properties. Expedite recommendation for Directorate: Investment Analysis to conduct Investment Option research and advice on best disposal mode. Expedite recommendation for Directorate: Valuation Services to determine the market value of identified properties. Manage the disposal process of redundant and superfluous residential properties. Facilitate and coordinate the submission and presentation of Disposal applications at the Provincial State Land Disposal and Vesting Committee (PSLDVC). Manage the process of identifying redundant and superfluous residential properties to be disposed of. Ensure the accuracy of information gathered on identified redundant and superfluous residential properties. Conduct inspections to determine status/conditions of redundant and superfluous residential properties. Expedite recommendation for Directorate: Investment Analysis to conduct Investment Option research and advice on best disposal mode. Expedite recommendation for Directorate: Valuation Services to determine the market value of identified properties. Contribute towards enhancing effective and efficient state property management: (Conveyancing and disposal from PMIS). Ensure completion of conveyance processes in respect of all properties approved for disposal and released by Ministry of DPW&I. Issue transfer instruction to Office of the State Attorney. Ensure and verify correctness of transfer documents from Office of the State Attorney before signing by Delegated authority in the Region. Ensure completion of conveyance & registration processes in respect of gas, power and water pipeline servitudes over state land. Facilitate and communicate need for disposal/removal/update of the property information PMIS. Manage the Sub-directorate. Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees. Manage Financial Resources of the sub-directorate.

<u>ENQUIRIES</u>	:	Mr. D Gqibela Tel No: (021) 402 2315
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: <u>RecruitCPT26-63@dpw.gov.za</u>
<u>POST 32/144</u>	:	<u>DEPUTY DIRECTOR: TRAINING MANAGER (EPWP) REF NO: 2026/333</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Human Resources Development/ Human Resource Management/ Public Administration / Public Management / Behavioural Sciences/ Sociology/Psychology / Education. Relevant years of experience in Training and Skills Development Coordination and Management field at a junior management level (Assistant Director equivalent). Valid driver's license. Prepared to travel extensively. Willing to adapt to work schedule in accordance with the office requirements and long working hours. Knowledge of Disciplinary and Dispute Resolution procedures, Social Facilitation, Project Management, Developmental Studies, Contract Management, Supply Chain Management and Procurement Procedures. Skills; Computer Literacy, Planning and Organising, Problem Solving, Training and Presentation Skills, Communication, Report Writing, Financial Management, Negotiations Performance Management. ETD and Skills Development Environment including SETA knowledge, Post School Training Knowledge, National Skills Development Strategy and Standards, practices, process and procedures related to the management of skills development. National Human Resource Development Strategy. Training facilitation, materials development and standard development. Structure and functioning of the EPWP, EPWP Sectors and EPWP Recruitment Guidelines. Regulatory framework related to HR development including the Skills Development Act, Ministerial Determination, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, collective agreements. Code of Remuneration and the Public Finance Management Act, Further Education and Training Act, Adult Basic Education and Training Act, Adult Basic Education and Training Act, National Recognition of Prior Learning Policy, Social Facilitation and Interaction. Must

DUTIES

have planning and organizing skills. Training and Presentation, Interpersonal, team building, Facilitation decision, report writing and policy interpretation skills. Personal attributes: Resourceful, Team Player, Creative, Ability to work under stressful situations. Ability to communicate at all levels. Punctuality, Assertive, Ability to work independently.

: Coordinate and support the training of EPWP participants. (not limited to DPWI sourced funding): Manage the submission and verification of training applications from sectors and public bodies across all spheres of government. Present the training applications to the EPWP Approval Training Committee for approval. Manage the preparation process of the trainings i.e. logistical meetings, Public Body preparedness, training providers preparedness and venue due diligence. Monitor the training performance to ensure good quality. Profile the EPWP training interventions. Conduct training events. Manage training records as per the set guidelines. Ensure compliance to the Paper Trail System requirements. Coordinate and represent EPWP in training forums. Participate in EPWP training projects as requested e.g. research studies. Support EPWP Sectors in training interventions: - Support Public Bodies with assistance on their Public Body own funded training as requested. Provide support to procurement processes as requested. Provide support to training providers when claiming. Verify training provider claims. Respond to audit requests and implement resolutions of training audits in the province. Intervene and resolve challenges related to training. Develop and maintain sound relationships with stakeholders. Maintain stakeholder relationships. Coordinate EPWP reporting of training performance and monitor data integrity within the province: - Ensure compliance to the reporting guidelines. Submit evidence documents required to confirm training achieved. Analyse EPWP training performance data on an ongoing basis to ensure set targets are met. Prepare performance reports to various stakeholders and forums as required. Intervene and support public bodies in terms of reporting challenges on Training. Support and oversee interventions for ensuring data quality. Facilitate as a trainer on EPWP training interventions: - Facilitate as a trainer on selected training programmes. Manage the sub-directorate: Develop and manage the operational plan and report on progress as required. Manage performance as per the set guidelines. Establish and maintain appropriate internal controls to ensure ethical conduct as per the set requirements i.e. Code of Conduct, PFMA prescripts etc. in order to meet performance expectations. Support the development of subordinate employees. Establish, implement and maintain efficient and effective communication protocols in the Unit ensuring maximum utilization and productivity of staff in the Unit. Compile and submit all required administrative reports as per the set prescripts. Quality control the work delivered by subordinate employees. Manage and monitor the allocated budgets. Intervene and address challenges. Manage the training for EPWP participants not limited to NDPW source funding. Consolidate training needs for the province through liaison with sectors and implementing public bodies across the spheres of government. Consolidate, submit and present the provincial training applications and ensure approval thereof. Conduct logistical meetings in preparation of training ensuring all contract prescripts are adhered to and ensure training provided in the province is compliant to the Training Operations Procedures Guidelines of the EPWP Training. Ensure provision of technical assistance to public bodies and programmes in terms of EPWP training interventions not limited to NDPW sourced funding. Ensure training providers are compliant to audit requirements and implement resolutions of audits related to the EPWP training in province. Manage the budget allocated to the region for training of EPWP participants. Consolidate training needs determine the provincial budget allocation. Facilitate as a Project Manager in Supply Chain Management the process of training providers. Compile and present provincial training progress reports on to date progress of expenditure and available budget. Support training providers with processing of claims for approval and payments and ensure reporting of budget and expenditure. Manage the procurement of training providers and manage and support training providers on contractual matters. Compile and present provincial training progress report and ensure training data is reported to the EPWP reporting system. Supervise and manage EPWP training Unit in the Region. Ensure compliance to the Performance Management Development System (PMDS) requirements i.e. submission and sign off of work plans and assessments. Provide guidance and direction to Assistant Directors Responsible for training coordination. Manage the coordination and provision

		of EPWP learning Programmes and any other staff capacity building programmes. Ensure capacity building of staff in the Unit.
<u>ENQUIRIES</u>	:	Mr. M. Ntese Tel No: (041) 408 2029
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: RecruitPE26-38@dpw.gov.za
<u>POST 32/145</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY DISPOSAL (REMS) REF NO: 2026/334</u>
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Real Estate Management, Law Degree or related field of study. Relevant years of experience in the field. A valid driver's license. Knowledge: Public Finance Management Act. Financial administration. Procurement directives and procedures. Programme and project planning. Reporting procedures. Giamadisposal Act. Deeds. Registry Act. Financial Assistance Land Act (FALA) BBBEE. Treasury Regulations. Computer literacy. Skills: Report writing. Accounts and numeric skills. Analytical thinking. Communication skills. Interpersonal skills. Problem solving skills. Organising and planning. Goal and solution orientated. Assertiveness. People and client orientated. Innovative. Ability to work under stressful conditions. Hard working. Ability to communicate at all levels. Must be prepared to travel. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Implement and maintain property management policies, procedures and strategies: Implement and maintain property management policies, procedures and frameworks. Provide guidance on compliance with related prescripts, delegations and procedures. Communicate all property management policies and procedures to relevant stakeholders. Co-ordinate the disposal process of redundant and superfluous residential properties: Provide guidance on the process of identifying redundant and superfluous residential properties to be disposed of. Co-ordinate and facilitate the identification process of redundant and superfluous residential properties. Conduct inspections to determine status/conditions of redundant and superfluous residential properties. Co-ordinate the release process of vacant surplus land parcels to achieve Government Land Reform objectives: (Restitution, Distribution, Human Settlements development) Co-ordinate and facilitate the process of identifying vacant surplus land parcels to be released. Verify ownership status of identified vacant surplus land parcels to be released. Co-ordinate the release process of vacant surplus land parcels to achieve Government Land Reform objectives: - (Restitution, Distribution, Human Settlements development) Co-ordinate and facilitate the process of identifying vacant surplus land parcels to be released. Verify ownership status of identified vacant surplus land parcels to be released. Contribute towards enhancing effective and efficient state property management: (Conveyancing and disposal from PMIS) Co-ordinate and facilitate gathering of original conveyance and transfer documentation. Ensure delivery of instructions to the Office of the State Attorney. Accept draft Power of Attorney and transfer documents from Office of the State Attorney in preparation for Delegated Authority to sign. Supervise employees to ensure an effective service delivery.
<u>ENQUIRIES</u>	:	Mr. D Gqibela Tel No: (021) 402 2315
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: RecruitCPT26-64@dpw.gov.za
<u>POST 32/146</u>	:	<u>ADMINISTRATION OFFICER: PRESTIGE PARLIAMENTARY PRECINCT REF NO: 2026/335</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration/Public Management or related qualification. Relevant years of work experience in administrative or operational support. Valid driver license. Computer literacy (MS Word, PowerPoint, Excel, and Outlook). Administrative and organising skills, Good written and verbal communication, Record-keeping and document management, Stakeholder liaison, Problem-solving abilities. Knowledge of Government regulatory framework, Minimum Information Security Standards (MISS) Act,

	Departmental strategic goals and objectives and service delivery programmes, Public Finance Management, Public Service Regulation, Public Service Act, National Minimum Information Requirement, Regulations of the National Archives and records Service of South Africa Act and related records management processes, Archive standards and procedures.
<u>DUTIES</u>	: Provide administrative support to the Prestige Directorate With regard to the Parliamentary Precinct in terms of co-ordinating meetings: Prepare meeting notices, agendas, and documentation packs. Record and distribute minutes and action items. Maintain a register of resolutions and decisions. Coordinate logistical arrangements for bi-lateral meetings. Maintain proper filing systems (electronic and manual). Support communication and liaison processes between the client department, the South African Police Service, and relevant stakeholders: Draft routine correspondence and stakeholder communication. Maintain updated contact databases of the clients and stakeholders. Coordinate submission and tracking of queries and service requests. Assist with the parking administration and record keeping of the parking areas pertinent to the Parliamentary Precinct. Assist with preparation of reports and briefing documents. Supports financial record-keeping and compliance processes in line with Treasury and audit requirements: Track implementation of resolutions pertinent to specific meeting. Liaise with client regarding day-to-day maintenance calls logged. Liaise with Service Providers on work in progress as well as completed calls logged. Do routine site inspections of the Precinct daily. Send out communication alerts as and when required.
<u>ENQUIRIES</u>	: Ms B Manuel Tel No: (021) 402 2139
<u>APPLICATIONS</u>	: Email applications for this position must be email to: RecruitCPT26-65@dpw.gov.za
<u>POST 32/147</u>	: <u>ADMINISTARTION OFFICER: PRESTIGE REF NO: 2026/336</u>
<u>SALARY</u>	: R338 106. per annum
<u>CENTRE</u>	: Cape Town Regional Office
<u>REQUIREMENTS</u>	: A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Management or related qualification. Relevant years of experience in public administration or property management field. A valid driver's license. Knowledge: Public Finance Management Act; Treasury regulations; Government budget procedures / timeframes; Project management; Financial administration processes and systems; Procurement directives and procedures; Tender procedures. Skills: Professional client relations; Effective communication skills; Advanced report writing skills; Computer literacy; Planning and organizing; Diplomacy skills; Interpersonal skills; Presentation skills. Personal Attributes: Hardworking; Self-motivated; Ability to work under pressure; Ability to communicate at all levels; Analytical thinking. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	: Facilitate the allocation of official accommodation for Members of Parliament (MPs) and Sessional Officials. Identify and verify vacant accommodation and ensure adequate preparation. Receive and capture accommodation requests and process submissions for allocation. Conduct property inspections prior occupation and eviction by the tenant to determine the condition of the property and report defects / negligence. Follow up on occupant's allocations or evictions. Verify Sessional Officials per Department and ensure confirmation of eligible status. Conduct regular property occupation verifications and update Parliamentary Villages occupancy lists. Ensure record of occupancy is updated regularly and inform Finance Section of any movements to ensure billing is up to date. Facilitate access control and screening of visitors within prestige facilities. Log and attend to all logged calls by tenants regarding day-to-day maintenance and minor repairs and keep client and relevant colleagues updated on progress until completion of work. Follow-up and liaise with the Facilities Management Contractor on work to be executed. Ensure proactive identification of matters requiring attention within the facility and report for work to be executed. Provide movable and immovable assets administration. Assist with appointments and access for asset verification and the barcoding of new assets. Co-ordinate the movement of furniture. Ensure all administration related matters are kept up to date and accurate filing of documents, etc. General administrative duties. Regular communication with clients on all matters relating to the portfolio. Ensure stop orders are processed through the route for timeous processing. Process requests for approval of the bookings of

		the hall and other facilities. Liaise with Client Relations Manager in respect of transport requests from clients.
<u>ENQUIRIES</u>	:	Mr. C. Zeederberg at (079) 886 1177 or (021) 402 2222
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: RecruitCPT26-66@dpw.gov.za
<u>POST 32/148</u>	:	<u>ADMINISTRATIVE OFFICER: PROPERTY DISPOSALS REF NO: 2026/337</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in in Real Estate Management, Property Law or related field Appropriate years of work experience within a property management environment. Must have a valid driver's license. Knowledge of Department policies, procedures and processes regarding the disposals of State Immovable Assets will be added advantage. Sound knowledge and understanding of State Land Disposals Act, Government Immovable Asset Management Act, Preferential Procurement Policy Framework Management, Broad-Based Black Economic Empowerment. Supply Chain Management and treasury Regulations. Good communication (verbal and written) skills and the ability to communicate at all levels. Good analytical, planning, organizing and financial management skills. High levels of computer proficiency. Ability to work within diverse team, working extended hours and the willingness to travel extensively is necessary.
<u>DUTIES</u>	:	Conduct research to obtain information for the disposal of property and the compilation of reports. Conduct site inspections, prepare information to be presented at the Provincial State Land disposals and Vesting Committee (PSLDVC) to support disposal of property. Implement the disposal process in terms of property donation, Servitude, removal of restrictive condition, long term lease. Provide admin support in redressing of the property ownership problem through Land Reform. Liaise with Regional Land claims Commission to check for claims against property to be disposed. Prepare submission to obtain concurrence from Minister of Rural Development and Land Reform. Prepare submission to obtain approval from Minister of National Department of Public Works & Infrastructure (NDPWI). Administer financial processes on the disposal of fixed assets. Keep an accurate Property Disposal documentation. Liaise with landowners and other stakeholders.
<u>ENQUIRIES</u>	:	Ms. N. Gqomo Tel No: (041) 408 2078
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: RecruitPE26-39@dpw.gov.za